

**GRANDMA'S HOUSE – A VISION OF HOPE PRESCHOOL AND FAMILY RESOURCE**

226 South Blackstone – Tulare, California 93274

(559) 687-0925 or (559) 631-4200

[www.grandmas-house.org](http://www.grandmas-house.org)

[4thecarpenterme@att.net](mailto:4thecarpenterme@att.net)



**APPLICATION FOR EMPLOYMENT**

<b>Position Desired</b>			<b>Flyer #:</b>			
<b>Location</b>			<b>Date:</b>			
<b>How did you hear about the position?</b>						
Instructions: Please complete a separate application for each position desired. Answer all questions completely and accurately. Use dark ink (PLEASE PRINT) OR TYPEWRITER. List all relevant work experience, since applicants will be selected for interviews on the basis of information provided. This application is part of the selection process and is part of your total evaluations.						
<b>PERSONAL DATA:</b>					Social Security #	
<b>Name:</b> Last		First		MI	Date of Birth	
RESIDENCE ADDRESS:					Home Phone	
Number	Street			Apt.#	( )	
City	State		Zip Code		Message Phone: ( )	
MAILING ADDRESS (IF DIFFERENT FROM ABOVE):					E-mail address:	
<b>ADDITIONAL EMPLOYMENT DATA:</b>					<b>Remarks: Explain any YES</b> Answers to questions 5 - 7	
					Yes	No
1. If selected for employment, could you furnish verification of your legal right to work in the United states?					( )	( )
2. Do you have a valid California Driver's License?					( )	( )
3. Do you have an automobile available for work?					( )	( )
4. Do you have the ability to perform all of the essential functions required of The job for which you are applying? If no, what can be done to accommodate You?					( )	( )
5. Have you ever been convicted of any criminal felony or misdemeanor? (The Existence of a criminal record does not automatically bar you from employment. However, failure to admit is cause for disqualification or dismissal.)					( )	( )
6. Have you ever been discharged or requested to resign for misconduct or Unsatisfactory service?					( )	( )
7. Will you require disability-related accommodations for interviews?					( )	( )
<b>CALIFORNIA CREDENTIALS OR PERMITS HELD – Type:</b>					<b>Exp. Date:</b>	
<b>EDUCATIONAL RECORD: Circle highest grade completed:</b> 6 7 8 9 10 11 12 13 14 15 16						
Did you graduate? ( ) yes ( ) no ( ) GED Name of high school last attended: _____						
<b>NAME AND LOCATION OF COLLEGES OR JOB-RELATED TRADE SCHOOLS ATTENDED</b>				<b>Major</b>	<b>Total Units</b>	<b>Degree or Certificate</b>
					Sem	Qtr

<b>OFFICE SKILLS:</b> TYPING Speed _____ wpm 10-key by touch ( ) yes ( ) no Data Entry _____ strokes/hr.	<b>COMPUTER PROFICIENCY:</b> Word ( ) Excel ( ) Access ( ) Microsoft Outlook ( ) PowerPoint ( ) Other: _____	<b>LANGUAGE: ENGLISH</b> Ability to: Write ( ) Read ( ) Speak ( )	<b>OTHER LANGUAGES:</b> _____ _____ Write ( ) Read ( ) Speak ( )
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**WORK HISTORY:** Read the experience requirements in the job announcement before completing this section. Begin with your most recent job. List all jobs and any periods of unemployment in the past ten years. Include any military service. Also, list any jobs you held more than ten years ago which relate to the duties or qualifications of the job you are applying. You may attach additional pages if necessary. (Resume may be attached, but is not a substitute for completing this application).

From: Mo. _____ Yr. _____	Your Title Number you supervised:	Name of present or last Employer
To: Mo. _____ Yr. _____	Your Duties	Address:
Salary per month		City/State/Zip
Hrs. / Day _____ Days/Wk. _____ Mos./ Yr. _____		Supervisor's Name & Title:
Hours per day/week:	Reason for Leaving:	Telephone: ( ) _____
From: Mo. _____ Yr. _____	Your Title Number you supervised:	Name of present or last Employer
To: Mo. _____ Yr. _____	Your Duties	Address:
Salary per month		City/State/Zip
Hrs. / Day _____ Days/Wk. _____ Mos./ Yr. _____		Supervisor's Name & Title:
Hours per day/week:	Reason for Leaving:	Telephone: ( ) _____
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Salary per month		City/State/Zip
Hrs. / Day _____ Days/Wk. _____ Mos./ Yr. _____		Supervisor's Name & Title:
Hours per day/week:	Reason for Leaving:	Telephone: ( ) _____

**May we contact your present employer for a reference?** ( ) Yes ( ) No Comments:

**REFERECNES: LIST THREE REFERENCES OTHER THAN RELATIVES**

NAME	ADDRESS	TELEPHONE

I hereby authorize all previous employers, whether or not listed on this application from, to release information regarding all aspects of my employment to representatives of Grandma's House and to freely and openly discuss my employment with such representatives. It is understood that if employed, I will be required to submit fingerprints, TB clearance, and loyalty oath. I understand that a post-offer physical examination may be required prior to being hired. I hereby certify that all statements made in this application are true and complete. Any misstatement or omission of material facts will subject me to disqualification or dismissal.

Original Signature of Applicant Required: \_\_\_\_\_ Date: \_\_\_\_\_

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TO BE COMPLETED BY APPLICANT = NOT FOR INTERVIEW PURPOSES = TO BE FILED SEPARATELY FROM APPLICATION

Name: \_\_\_\_\_  
Last First Middle

Job Applying for: \_\_\_\_\_

Flyer # \_\_\_\_\_

The two questions below are optional and are asked to help ensure that all state and federal equal employment opportunity regulations are met. The Human Resources Department retains ethnicity and gender information.

**Please check one of the following race/ethnic groups:**

Hispanic     Black/African American     White     American Indian/Alaskan Native

Asian/Pacific Islander     Other (explain): \_\_\_\_\_

**Please check one:**

Male     Female